

SECRET

16 OCT 1980

MEMORANDUM FOR: Executive Officer to the DDA

VIA: Regulations Control Division, OIS

FROM: James H. McDonald
Director of Logistics

SUBJECT: Proposed Headquarters Notice - Parking
Violations on the Headquarters Compound

1. It is requested that the attached proposed Headquarters Notice be published as soon as possible.

2. The proposed notice covers procedures for handling parking violations on the Headquarters compound. The wording in the previous notice, with attachment, [redacted] dated 26 December 1978, remains the same except for paragraph (a) of the attachment which should be changed to read as follows:

- a. An Agency Parking Violation Panel is established consisting of designated representatives from Office of General Counsel, the Office of Security, and Central Cover Staff. The representative of the General Counsel will serve as Chairman. An officer designated by the Chief, Headquarters Security Branch will maintain the Panel Docket.

3. The expiration date of the revised notice is 1 July 1981. Please refer any questions to [redacted] Chief, Logistics Services Division, extension [redacted]

[redacted]
James H. McDonald

Att:

cc: EO/DDA

UNCLASSIFIED WHEN DETACHED
FROM ATTACHMENT

SECRET

STAT

Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020007-9

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ATTN: [] 1J45 Hqs.		
2. Space Maintenance and Facilities Branch		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Per our conversation, attached is a copy of []
 OGC suggested it would be appropriate to update and publish this expired notice or perhaps incorporate it into the proposed notice on reallocation of parking permits.

The former suggestion of issuing an updated notice on parking violations seems more desirable to Regulations Control Division.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chief, Regulations Control Division	5D49 Hqs.
	Phone No.
	[]

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

☆ U. S. Government Printing Office: 1979-281-184/8

S-E-C-R-E-T

This Notice Expires 1 January 1980

LOGISTICS

MASTER COPY

26 December 1978

25X1

PARKING VIOLATIONS ON THE HEADQUARTERS COMPOUND ☐

25X1

Rescission: ☐ dated 26 June 1978

1. Procedures for handling citations for traffic or parking violations at the Headquarters compound have been revised to eliminate Agency involvement to the greatest extent possible. Effective immediately, individuals receiving citations will have seven working days to either forfeit collateral in lieu of a court appearance or request an appearance before a magistrate of the U.S. District Court for the Eastern District of Virginia in Alexandria, Virginia. The citations should be mailed to 200 South Washington Street, 1st Floor, Post Office Building, P.O. Box 118, Alexandria, Virginia, 22313, accompanied by a check or money order if the individual elects to forfeit collateral or with box "B" marked if the individual elects to appear in court. Failure to respond within the time allotted results in a doubling of the amount of collateral or fine and may result in the issuance by the magistrate of a bench warrant for arrest. ☐

25X1

2. An employee who elects to contest the citation but is concerned that an appearance in court would adversely affect his or her cover should request a trial date four to six weeks from the date the citation is mailed to the court. The employee should then bring a copy of the citation to Room 1E20 Headquarters Monday through Friday between 10:00 and 11:30 a.m. and request an appearance before an Agency panel consisting of representatives from the Office of General Counsel (OGC), the Central Cover Staff (CCS), and the Office of Security (OS). ☐

3. This panel will review the cover status of the individual, the security considerations which would arise as a result of an appearance in open court, and the sufficiency of the reason given as to why the citation was erroneously or unjustifiably issued. If the reason is of sufficient weight, an approach will be made to the appropriate Assistant U.S. Attorney to explain why the citation was unjustified and to detail the cover circumstances which would render it difficult to make such arguments in open court. ☐

4. If the Assistant U.S. Attorney is persuaded that the citation was unjustified, he can decide against prosecution and in that event the individual would not have to appear before the magistrate. If, however, the Assistant U.S. Attorney believes that the employee has been justifiably charged, the employee will then have to decide whether to forfeit collateral or appear in court despite his or her cover status. ☐

25X1

25X1

26 December 1978

5. Protection of cover is primarily the responsibility of the individual, and in that regard it should be clearly understood that sessions of the magistrate's court are open to the general public. It can be expected, at a minimum, that the fact that the individual was at CIA Headquarters will become known. In addition, arguments or excuses made to the magistrate would likely confirm the employee status of the individual. Nevertheless, the ultimate decision whether to forfeit collateral or appear before the magistrate rests entirely with the employee. []

6. Every effort will be made to avoid the development of or even the appearance of a dual standard, one for open employees and another for employees under cover. The Agency, therefore, will not intercede with the Assistant U.S. Attorney except in those cases where it is clearly determined that the citation was undeserved. Forgetting to display one's parking permit, parking in a reserved spot because the permit holder was on vacation, or parking in a reserved lane because one was in a hurry or wanted to beat the evening traffic problems will not be considered as justification. On the other hand, if one is ordered by a Federal Protective Officer or Security Officer to temporarily park in a restricted zone or if a genuine emergency or operational exigency occurs, that may constitute sufficient justification. []

7. Additional information concerning the Parking Violation Panel is attached. The attachment has been approved for publication as attachment 3 to [] and will be published in the near future. []

JOHN F. BLAKE
Deputy Director
for
Administration

Attachment

DISTRIBUTION: ALL EMPLOYEES

S-E-C-R-E-T

PARKING VIOLATION PANEL

*designated**from Office of*
~~the General Counsel~~
Office

- a. An Agency Parking Violation Panel is established consisting of ~~a~~ representatives of the General Counsel, the Director of Security, and ~~the Chief~~ Central Cover Staff. The representative of the General Counsel will serve as Chairman. An officer designated by the Chief, Headquarters Security Branch will maintain the Panel Docket.
- b. The panel will meet once a month, or more frequently if necessary, to review those cases involving employees under cover who have elected to appear in court to contest a parking violation citation but are concerned that an appearance in court would jeopardize that cover.
- c. Individuals in the category described above may request an appearance before the panel by coming to Room 1E20 Headquarters Monday through Friday between 10:00 and 11:30 a.m. They must provide their name, component, and extension as well as a copy of the citation and will receive from the Docket Clerk a printed form indicating the time and place of their appearance before the panel.
- d. The Docket Clerk will send the accumulated names to the Central Cover Staff one week before the panel is scheduled to meet in order that a cover profile of each individual can be prepared and made available to the panel members.
- e. When the individual appears before the panel, he or she will have an opportunity to explain why the citation was undeserved. The Office of Security representative will check as necessary with the Federal Protective Officer, the Office of Logistics, or any other appropriate official to confirm any special parking circumstance which is alleged to have existed on the day in question.
- f. A recording secretary will be present during panel sessions in order that a summary may be prepared of the facts in each case and the panel's decision.
- g. The panel may either render a judgment immediately or at a later date as to whether the Agency should approach the Assistant U.S. Attorney. The panel will notify the individual in writing of its decision.
- h. At the conclusion of the panel's deliberations, the OGC representative will meet with the Assistant U.S. Attorney to seek his guidance on those cases in which the panel has been persuaded that the citation was unjustified but cover considerations make it inadvisable to give an explanation in open court. The OGC representative will report the Assistant U.S. Attorney's decision to the panel which in turn will promptly inform the individuals concerned.

Attachment

Administrative - Internal Use.
Only When Detached